



21 May 2010

Dear Sir/Madam,

Due to legislative changes, effective from 20th May 2010 the New Zealand Teachers Council will no longer receive, and manage vetting requests to New Zealand Police for non-teacher roles in schools.

The New Zealand Police will now provide a vetting service directly to approved organisations whose core function is the provision of care to the more vulnerable members of society; specifically the young, older people and those with special needs.

The New Zealand Police has pre-approved all schools to use the Police Vetting Service.

Some schools will already be familiar with this service. To assist the administration process, all schools will be registered with an agency code.

For further information regarding vetting services, and related policies please refer to our website - www.police.govt.nz/service/vetting/

We currently begin the vetting process upon receipt of forms received by mail. In order to improve the efficiency of our customer service we are progressively working towards providing an alternative IT based process. This system will enable organisations to send vetting requests electronically. Only those organisations that have signed a formalised agreement to comply to certain terms and conditions as listed in a memorandum of understanding will be provided with access to this system.

For further enquires related to this matter, or the vetting process please e-mail - QueryME@police.govt.nz

Thank you for your cooperation.
Yours faithfully

Inspector Joe Green
Manager: Licensing and Vetting Service Centre
Police National Headquarters